

Unvalidated References:

Employment Act

Industrial Relations Act 1962

Industrial Relations Act 1962

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This reprint of this Statutory Instrument incorporates all amendments, if any, made before 25 November 2006 and in force at 1 January 2003.

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Legislative Counsel
Dated 25 November 2006

INDEPENDENT STATE OF PAPUA NEW GUINEA.

Chapter 373.

Employment Regulation 1980

ARRANGEMENT OF SECTIONS.

1. Certification of appointment of authorized officer.
2. Record of oral contract of service.
3. Attested contract.
4. Transfer and notice of variation of attested contract.
5. Notice of death of attested contract employee.
6. Piece-rate contract and register.
7. Repatriation and final payment.
8. Record of wages, allowances and deductions.
9. Record of service and leave entitlements.
10. Clothing and other articles.
11. Initial issues of clothing and other articles.
12. Additional items, etc, in high altitudes.
13. Issue of replacement clothing and other articles.
14. Employment agent's licence.
15. Register, etc., to be kept by employment agent.
16. Mosquito nets.
17. Notification of order, etc.
18. General penalty.
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SCHEDULE 1

SCHEDULE 2 – Clothing and Other Articles.

SCHEDULE 3 – Fees.

Employment Regulation 1980

MADE under the *Employment Act*.

Dated 200 .

1. CERTIFICATION OF APPOINTMENT OF AUTHORIZED OFFICER.

A certificate of appointment under Section 8(2) of the Act shall be—

- (a) in the case of a labour officer—in Form 1; and
- (b) in the case of a medical officer or a medical assistant—in Form 2.

2. RECORD OF ORAL CONTRACT OF SERVICE.

(1) A written record under Section 15(1) of the Act must, in addition to any other terms and conditions of service that may be stated in the record, contain all the matters set out in Section 14 of the Act.

(2) Notwithstanding Subsection (1), where the employee is an illiterate person who is employed outside the province in which he is engaged, the record under Section 15(1) of the Act of the terms and conditions of the oral contract must, if the employee so requests or a labour officer so directs, be in Form 3.

(3) A record under this section must be retained by the employer for a period of six years from the date of termination of the employment of the employee to whom the record relates.

Penalty: A fine not exceeding K100.00.

3. ATTESTED CONTRACT.

For the purposes of Section 21(2) of the Act an attested contract of service shall be in Form 4.

4. TRANSFER AND NOTICE OF VARIATION OF ATTESTED CONTRACT.

A transfer and notice of variation, under Section 25(3)(c) of the Act, of an attested contract shall be in Form 5.

5. NOTICE OF DEATH OF ATTESTED CONTRACT EMPLOYEE.

A notice under Section 27(a) of the Act to a labour officer notifying the death of an employee employed under an attested contract shall specify—

- (a) the full name of the employee; and
- (b) the place and date of death; and
- (c) the number of his contract; and
- (d) the number of his dependants resident with him (if any).

6. PIECE-RATE CONTRACT AND REGISTER.

(1) A Piece-rate Register to be kept by an employer under Section 31(1) of the Act shall be in Form 6.

(2) The Secretary may set the guidelines to be followed in the preparation of a written piece-rate contract.

(3) A Register under Subsection (1) must be retained by the employer for a period of six years from the date of expiry or termination of the contract to which the Register relates.

Penalty: A fine not exceeding K100.00.

7. REPATRIATION AND FINAL PAYMENT.

(1) A statement under Section 45(b) of the Act setting out the arrangements made for the repatriation of an employee and his accompanying dependants, shall be in Form 7.

(2) A statement under Section 84(1)(a)(ii) of the Act containing all particulars of current and deferred wages due to an employee on termination or expiry of that employee's contract and of all leave and money instead of leave received by the employee shall be in Form 8.

8. RECORD OF WAGES, ALLOWANCES AND DEDUCTIONS.

(1) A record of wages, allowances and deductions to be kept by an employer under Section 83(1) of the Act shall be in Form 9 and must be retained by the employer for a period of six years from the date of its preparation.

(2) Where the Secretary is satisfied that by the use of machines or other means an employer is able—

(a) to record and retain for the period specified in Subsection (1) substantially the same information as the information provided for in Form 9; and

(b) to make available, at reasonable times, that information to a labour officer, he may, in writing, exempt that employer from the requirements of Subsection (1).

(3) Where, under an award or agreement registered under the *Industrial Relations Act 1962*, information additional to the record in Form 9 is ordered or provided for, the Secretary shall determine the form in which that information is to be recorded.

(4) Where—

(a) a dispute arises as to any particulars of the information required to be contained in Form 9; and

(b) the employer fails to produce that form or a record under Subsection (2) or (3), as the case may be, properly maintained,

a statement by the employee as to those particulars shall be sufficient evidence of the particulars as stated unless the employer satisfies the Secretary or an Arbitration Tribunal, established under the *Industrial Relations Act 1962*, to the contrary.

(5) An employer who fails to keep a record under this section is guilty of an offence.

Penalty: A fine not exceeding K100.00.

9. RECORD OF SERVICE AND LEAVE ENTITLEMENTS.

(1) An employer must in relation to each employee, not being a casual employee or a piece-rate worker, keep a record of that employee's service and leave entitlements in accordance with Form 10.

(2) Where—

(a) a dispute arises as to any particulars of the information required to be contained in Form 10; and

(b) the employer fails to produce that form properly maintained,

a statement by the employee as to those particulars shall be sufficient evidence of the particulars so stated unless the employer satisfies the Secretary or an Arbitration Tribunal, established under the *Industrial Relations Act 1962*, to the contrary.

(3) A record under Subsection (1) must be retained by the employer for a period of six years from the date of its final completion.

(4) An employer who fails to keep a record under this section is guilty of an offence.

Penalty: A fine not exceeding K100.00.

10. CLOTHING AND OTHER ARTICLES.

(1) Subject to Section 73 of the Act, the clothing and other articles to be issued by an employer to an employee are as set out in Schedule 2 and the reference in Sections 11, 12 and 13 to an item by number, shall be read as a reference to an item of clothing or other article so numbered in that Schedule.

(2) The clothing and other articles referred to in Subsection (1) shall be of good construction and serviceable material to the satisfaction of a labour officer and shall be issued in accordance with Sections 11 and 12.

(3) An employee or employer who is aggrieved by a determination of a labour officer under Subsection (2) may appeal to the Secretary whose decision is final.

(4) Any wet weather clothing issued by an employer to an employee, otherwise than in accordance with this Regulation, to facilitate the performance by the employee of his duties, remain, unless any other law provides to the contrary, the property of the employer and deductions shall not be made in the wages of the employee in respect of the clothing so issued.

11. INITIAL ISSUES OF CLOTHING AND OTHER ARTICLES.

(1) A male employee employed under an attested contract or oral contract shall be issued with Items 1 to 6 and either Item 7 or 8.

(2) A female employee under an attested contract or oral contract shall be issued with Items 1 to 6 and Items 9 to 12 and where the employee is engaged as a saleswoman or in clerical work, the employee shall in addition, be issued with Items 13 and 14.

(3) The Items under Subsections (1) and (2) shall be issued—

- (a) in the case of an employee under an attested contract—at the time of attestation of the contract; and
- (b) in the case of an employee under an oral contract—within 28 days of commencement of his employment.

(4) Notwithstanding Subsection (3)(b), an employee under an oral contract whose place of employment is at an altitude above sea-level that exceeds 300 m, shall, on the day that he commences employment, be issued with Item I.

12. ADDITIONAL ITEMS, ETC, IN HIGH ALTITUDES.

(1) If the place of employment is at an altitude above sea-level that—

- (a) exceeds 300 m, but does not exceed 1,200 m the employer shall, in addition to the issue under Section 11, issue to a male employee Item 16 or 17 and to a female employee Item 18; and
- (b) exceeds 1,200 m, the employer shall, in addition to the issue under Section 11, issue double the entitlement under Paragraph (a).

(2) If the place of employment is at an altitude above sea-level that—

- (a) exceeds 450 m, but does not exceed 900 m the employer shall issue to the employee an additional blanket; and
- (b) exceeds 900 m, but does not exceed 1,700 m the employer shall issue to the employee two additional blankets; and
- (c) exceeds 1,700 m, the employer shall issue to the employee three additional blankets.

(3) The issues under Subsections (1) and (2) shall be made in accordance with Section 11(3)(a) or (b), as the case requires.

(4) An employer who, by means of appliances approved by a labour officer, ensures, at his own expense, that the quarters occupied by an employee are adequately and safely heated between the hours of 5 p.m. of each day and 7 a.m. of the following day need not issue to that employee the additional blankets provided for under Subsection (2).

13. ISSUE OF REPLACEMENT CLOTHING AND OTHER ARTICLES.

An item of clothing or other article issued under this Regulation shall be replaced by the employer on a fair wear and tear basis.

14. EMPLOYMENT AGENT'S LICENCE.

A licence under Section 112 of the Act shall be in Form 11.

15. REGISTER, ETC., TO BE KEPT BY EMPLOYMENT AGENT.

(1) The records and a register to be kept under Section 117(a) of the Act by an employment agent shall be in Form 12 and must be retained by him for a period of six years after their final completion.

(2) The returns under Section 117(b) of the Act shall be in Form 13 and must be prepared in respect of the period of 12 months ending on 31 October of each year and forwarded to the Secretary so as to reach him not later than 30 November of that year.

(3) A person who fails to comply with the provisions of this section is guilty of an offence.

Penalty: A fine not exceeding K100.00.

16. MOSQUITO NETS.

(1) Whether or not a mosquito net issued under Section 123 of the Act is suitable for the purpose, is as determined by a labour officer.

(2) An employer or employee who is aggrieved by a determination under Subsection (1) may appeal to the Secretary whose decision is final.

(3) An employer who deducts from the wages of an employee the cost of a mosquito net supplied under Section 123 of the Act is guilty of an offence.

Penalty: A fine not exceeding K100.00.

(4) An employer who fails to replace a mosquito net supplied under Section 123 of the Act on a fair wear and tear basis is guilty of an offence.

Penalty: A fine not exceeding K100.00.

17. NOTIFICATION OF ORDER, ETC.

(1) Where—

(a) a court makes an order or an award under the Act; or

(b) an attested contract is varied, transferred or terminated,

the Clerk of the Court making the order or the award, or the labour officer approving the variation, transfer or termination of the contract, shall notify in writing the Secretary, the employer, the employee and the labour officer in charge of the province in which the employee, is employed, of the matters specified in Subsection (2).

(2) A notice under Subsection (2) shall specify—

(a) the provision of the Act under which the action was taken; and

(b) in the case of an order or an award—

(i) the terms of the order or of the award, as the case may be; and

(ii) the reasons for making the order or the award.

18. GENERAL PENALTY.

A person who contravenes or fails to comply with any provision of this Regulation is guilty of an offence, and where no other penalty is imposed is liable to a fine not exceeding K100.00.

19. FEES.

The fees specified in Schedule 3 are payable to the State in respect of the matters specified in that Schedule.

SCHEDULE 1

PAPUA NEW GUINEA.

Employment Act 1978.

Form 1 – Certificate of Appointment of Labour Officer.

Act, Sec. 8(2).

Form 1.Reg., Sec.1(a).

(*Full name*) has been appointed a Labour Officer for the purposes of the above Act.

Secretary for Labour and Industry.

Vide National Gazette No. . . . of . . . 20...

PAPUA NEW GUINEA.

Employment Act 1978.

***Form 2 – Certificate of Appointment of Medical Officer/Medical
Assistant.***

Act, Sec. 8(2).

Form 2.Reg., Sec. 1(b).

With the approval of the Secretary for Health (*full name*) has been appointed a
medical officer/medical assistant* for the purposes of the above Act.

Secretary for Labour and Industry.

Vide National Gazette No. . . . of . . . 20...

*Strike out whichever is inapplicable.

PAPUA NEW GUINEA.

Employment Act 1978.

Form 3 – Record of Terms and Conditions of Service.

Act, Sec. 15. Form 3.Reg., Sec. 2(2).

1. *Employer.*

Full name:

Postal address:

2. *Employee.*

Full name of employee:

Name of employee's father:

Address of employee:

Matital status:

Number of accompanying dependants:

Name of next-of-kin:

Relationship to next-of-kin:

Address of next-of-kin:

3. *Employment Details.*

Name and location of place of employment:

Proposed period of employment:

Nature of work:

Repatriation entitlement:

Place of repatriation:

Place of recruitment for the purposes of Section 40 of the Act:

4. *Wage Details.*Total wage per pay period (*amount and pay period*)

Agreed deductions—

(a) clothing and other articles K

(b) accommodation K

(c) food K

(d) other (*specify*) K

Total deductions K

Cash payment per pay period K

5. *Offer of Employment.*The offer of employment was made at (*place*) in the . . . District on . . .20 . . . , by (*name in full*)

*The employer,

*The employer's worker-recruiter

*An employment agent Licence No. . . . authorized by the employer

*An appointee of the employer under Section 150 of the Act and accepted by the employee at (*place*) in the . . . District on . . . 20...6. *Medical Certificate.*

I, (*name in full*) medical practitioner/medical assistant* appointed under Section 8 of the Act certify that on . . . 20 . . . at (*place*) I examined the employee named in this contract and found him—

(a) medically fit; and

(b) physically able to perform the class of work specified in this contract; and

(c) in my opinion, of employable age.

His spleen size (Hackett) was

Dated . . . , 20...

(Signature)

7. Other terms and conditions of the contract are:—

8. Certificate as to Consent.

I, (*name in full*),

*A worker-recruiter

*An employment agent Licence No.

*An appointee of the employee under Section 150 of the Act

certify that this contract was drawn up by me and to my belief the information contained in it is true and correct and further certify that I am satisfied that the employee understands the terms and conditions of this contract and that he freely consented to enter into it.

Dated . . . , 20...

(Signature)

*Strike out whichever is inapplicable.

PAPUA NEW GUINEA.

Employment Act 1978.

Form 4 – Attested Contract of Service.

Act, Sec. 21(2).

Form 4.Reg., Sec. 3.

1. *Contract Details.*

Contract No:

Period of service under the contract:

2. *Employer.*

Full name:

Postal address:

3. *Employee.*

Full name of employee:

Name of employee's father:

Name and location of home village:

Marital status of employee:

Number of accompanying dependants:

Name of next-of-kin:

Relationship to next-of-kin:

Residential address of next-of-kin:

4. *Wage Details.*Total wage (*amount and pay period*)

Agreed deductions for—

(a) clothing and other articles K

(b) accommodation K

(c) food K

(d) other (*specify*) K

Total deduction K

Cash payment per pay period K

5. *Employment Details.*

Name and location of the place of employment: . . .

Altitude of place of employment in metres: . . .

Occupation: . . .

Nature of work: . . .

Offer of employment was made at: . . .

The offer was made by—

*The employer

*The employer's worker-recruiter

*An employment agent Licence No.

*An appointee of the employer under Section 150 of the Act.

Date of offer:

Date and place of acceptance of offer by employee:

For the purposes of Section 40 of the Act . . . the place from which the employee was brought is:

The agreed place of pay-off is:

6. *Certificate as to Contract.*I, (*full name*),

*A worker-recruiter of

*An employment agent Licence No. . . . authorized by . . .

*An appointee under Section 150 of the Act of

the employer, a party to this contract, certify that this contract was drawn up by me and to my belief the information contained in it is true and correct.

Dated . . . , 20...

(Signature.)

7. *Medical Certificate.*

I, (*full name*) a medical practitioner/ a medical assistant* appointed under Section 8 of the Act certify that on . . . 20 . . . at . . . I examined the employee named in this contract and found him to be—

- (a) medically fit; and
- (b) physically fit to perform the class of work specified in this contract; and
- (c) in my opinion of employable age.

Dated . . . , 20...

(Signature.)

8. *Certificate by Labour Officer.*I, (*full name*) a Labour Officer appointed under Section 8 of the Act—

- (a) certify that—
 - (i) the employee freely consented to enter into this contract; and
 - (ii) the employee's consent is not due to misrepresentation or mistake; and
 - (iii) the employee understands the terms and conditions of this contract and his rights and duties under it; and
 - (iv) the terms are in accordance with the Act; and
 - (v) the employee is not bound by any previous contract; and

(b) certify that the above medical certificate is a certificate of a medical practitioner/ medical assistant* appointed under Section 8 of the Act.

OR

(b) certify that a medical practitioner or a medical assistant is not available to conduct a medical examination for the purposes of Section 131(1) of the Act but I am nevertheless satisfied as to the apparent medical and physical fitness and age of the employee.

Dated . . . , 20...

(Signature.)

9. *Approval and Attestation.*

I, (*full name*), a Labour Officer appointed under Section 8 of the Act approve and attest this contract/approve and attest this contract without a medical certificate*.

Dated . . . , 20...

(Signature.)

10. Signature/mark/thumb/impression*, of employee.

11. *Distribution of Copies.*

ORIGINAL to employer to be kept at place of employment;

COPY to be handed by the attesting Labour Officer to the employee;

COPY to attesting Labour Officer to be sent to the Secretary;

COPY to attesting Labour Officer as his record.

*Strike out whichever is inapplicable.

PAPUA NEW GUINEA.

Employment Act 1978.

***Form 5 – Transfer of an Attested Contract of Service and Notice of
Variation.***

Act, Sec. 25. Form 5.Reg., Sec. 4.

The Labour Officer at (*place*)

Subject to approval by a Labour Officer, Attested Contract of Service No.

attested at . . . on . . . , 20 . . . between (*employer*) and (*employee*) is transferred from the above-mentioned employee to (*new employer*) of (*postal address*) with effect from and including . . . , 20 . . . , other variations being:—

Dated . . . , 20...

(*Signature of Transferring Employer.*)

Dated . . . , 20...

(*Signature of New Employer.*)

I, (*full name*) a Labour Officer appointed under Section 8 of the Act spoke personally to the above-named employee at (*place*) on . . . , 20...

I am satisfied that he understands the nature and effect of this transfer and that he freely consents to it and that his signature/mark/thumb print* affixed below in my presence on . . . , 20 . . . , signifies his understanding and consent.

(*Employee's signature/mark/thumb print*)*

I approve this transfer.

Dated . . . , 20...

(*Signature*)

*Strike out whichever is inapplicable.

PAPUA NEW GUINEA.**Employment Act 1978.****Form 6 – Piece-rate Register.**

Act, Sec. 31(1).

Form 6.Reg., Sec. 6.

Name of piece-rate worker or representa tive of a group of piece-rate workers.	Date of engageme nt.	Type of work perform ed and details of unit of work paid for.	Rate of unit of work.	Achievem ent.	Recor d of payme nt.	Date of payme nt.

PAPUA NEW GUINEA.

Employment Act 1978.

Form 7 – Statement of Repatriation Arrangements.

Act, Sec. 45. Form 7.Reg., Sec. 7(1).

1. Employer's name and postal address:
 2. Employee's name:
 3. Attested Contract No.:
 4. Travel arrangements (*details of stops, mode of transport and persons to contact*):—
 5. Transport expenses K. . . .
 6. Rations (*details of arrangements and costs*).
 7. Accompanying dependants being repatriated are (*names and relationship to employee*):—
- Dated . . . , 20...

(Signature),

*Employer.

*Partner.

*Delegate under Section 150 of the Act.

*Authorized Employment Agent.

*Strike out whichever is inapplicable.

PAPUA NEW GUINEA.

Employment Act 1978.

Form 8 – Statement of Wages, etc., Due under Attested Contract.

Act, Sec. 84(1)(a), (2). Form 8.Reg., Sec. 7(2).

1. Full name of employer: . . .
2. Full name of employee: . . .
3. Attested Contract No. . . .
4. Contract—
 - *Expired.
 - *Terminated.
 - *Ended by death (*indicate date of death*).
- 5 Credits—

(a) defetted wages deducted	K
(b) unadjusted under payments	K
(c) unpaid money instead of leave	K
(d) other (<i>specify</i>)	K
Total Credits	K
- 6 Debits—

(a) refunds of defetted wages	K
(b) unadjusted overpayments	K
(c) unrecovered advances	K
(d) other (<i>specify</i>)	K
Total Debits	K
- 7 Final amount payable (*Total Credits less total Debits*) K
8. *Leave Details.*
 - Number of leave days taken:
 - Dates on which leave was taken:
 - Payments instead of leave: K
9. *Certificate.*

I, (*full name*),

 - *The employer
 - *A partner
 - *A delegate under Section 150 of the Act
 - *An authorized employment agent Licence No. . . ,

certify that the above information is correct.

Dated . . . , 20...

(Signature.)

10. *Certificate of Labour Officer.*

I, (*full name*), a Labour Officer appointed under Section 8 of the Act certify that the sum of K... was

(a) paid to the above-mentioned employee in my presence

or

(b) paid, in the absence of the employee, into the Native Moneys Trust Account on 20... at ... ,

and I further certify that the amount so paid was the correct final amount due/an overpayment of K... /an under-payment of K... *.

Dated ... , 20...

(*Signature.*)

*Strike out whichever is inapplicable.

PAPUA NEW GUINEA.

Employment Act 1978.

Form 9 – Record of Wages, Allowances and Deductions.

Act, Secs. 57, 83(1).

Form 9.Reg., Sec. 8.

1. Name of employee:
2. Record in respect of week ending:
3. Hours of duty and meal breaks per day of work:
4. Paid hours:
- 5 Wages—

(a) for time worked	K
(b) allowances	K
Total pay	K
- 6 Deductions—

(a) tax	K
(b) other (<i>specify</i>)	K
Total deductions	K
- 7 Net pay (*total pay less total deductions*) K

(Signature.)

PAPUA NEW GUINEA.

Employment Act 1978.

Form 10 – Record of Service and Leave Entitlement.

Reg., Sec. 9. Form 10.

1. Name of employee:
 2. Address of employee:
 3. Next-of-kin of employee:
 4. Date of commencement by employee:
 5. Date of termination:
 6. Reasons for termination:
 7. Grade at termination:
 8. The date on which the grade was achieved:
 9. Annual leave—
 - (a) leave due (*days*):
 - (b) leave taken (*date and number of days taken*):
 - (c) paid: K
 - (d) balance of leave due (*days*):
 10. Absence and sick leave—
 - (a) date of absence/sick leave*:
 - (b) reason for or remarks:
 - (c) number of days or hours taken:
 - (d) paid/not paid*: K
 - (e) balance of sick leave days due:
 11. Long service leave—
 - (a) date due: or
 - (b) date on which leave was taken, number of days taken and amount paid.
- (Signature.)

*Strike out whichever is inapplicable.

PAPUA NEW GUINEA.

Employment Act 1978.

Form 11 – Employment Agent’s Licence.

Act, Sec. 112(5). Form 11.Reg., Sec. 14.

1. Licence No. . . . (if renewal or transfer state the number of previous licence)
 2. I, (full name), the Secretary/a delegate of the Secretary*, license (full name and postal address of licensee), whose signature appears below, to act in accordance with the Act, as an Employment Agent, in his own right/holding this licence on behalf of (name and postal address of company, partnership or association).*
 3. This licence is subject to the following conditions—
 4. Date of issue . . . , 20...
 5. Fee K.
 6. Renewal/Transfer*
- (Signature.)
7. (Specimen signature of employment agent)
- Date of attestation of specimen signature . . . , 20...
- (Signature of Attesting Labour Officer).
- *Strike out whichever is inapplicable.

PAPUA NEW GUINEA.

Employment Act 1978.

Form 12 – Employment Agent’s Register.

Act, Sec. 117.

Form 12.Reg., Sec. 15(1).

1. Employment agent's Licence No.:
 2. Name of employment agent:
 3. Name of applicant:
 4. Postal address of applicant:
 5. Applicant's number on Register:
 6. Type of occupation sought by applicant:
 7. Action on the offer—
 - (a) withdrawn by applicant on . . . , 20...; or
 - (b) removed from Register by employment agent on . . . , 20... for (*reason*);
or
 - (c) applicant referred to National Employment Service at . . . on . . . 20...; or
 - (d) applicant engaged as (*occupation*) by (*name of employer*) on . . . , 20...
- Dated . . . , 20...

(*Signature.*)

PART B.—REGISTER OF VACANCIES NOTIFIED TO AGENT.

1. Name and Licence No. . . . , of employment agent:
 2. Date on which notification of vacancies was received:
 3. Name of notifying employer:
 4. Address of the employer:
 5. Occupation:
 6. Occupational Code No.:
 7. Number of employees required—
 - (a) males:
 - (b) females:
 8. Action on notification—
 - (a) notification cancelled by employer on . . . , 20... or number of vacancies reduced by employer to (*number*) on . . . , 20...
 - (b) number of applicants:
 - (c) details of applicants engaged (*number and dates*):
- Dated . . . , 20...

(*Signature.*)

PAPUA NEW GUINEA.

Employment Act 1978.

Form 13 – Return by Employment Agent.

Act, Sec. 11 7(b). Form 13Reg., Sec. 15(2).

Return from *(full name)*:

Employment agent Licence No.:

Month ending:

PART A—APPLICANTS WHO, AT MY OFFICE AT *(place)* ON THEIR OWN INITIATIVE OFFERED THEIR LABOUR.

Occupation sought.	Occupational Code.	Number who offered.		Number engaged.		Number lapsed.		Number current.	
		M	F	M	F	M	F	M	F

Dated . . . , 20...

(Signature.)

PART B.—VACANCIES NOTIFIED TO MY OFFICE AT *(place)*.

Occupation .	Occupational Code.	Number notified.			Number filled.			Number lapsed.			Number current.		
		M	F	M/F	M	F	M/F	M	F	M/F	M	F	M/F

Dated . . . , 20...

(Signature.)

SCHEDULE 2 – CLOTHING AND OTHER ARTICLES.

Act, Sec. 73.Reg., Secs. 10, 11, 12, 13.

Item No.	Item Description
1.	Blanket
2.	Towel
3.	Bowl
4.	Cup
5.	Spoon
6.	Kitbag or box
7.	Rami
8.	Short trousers
9.	Blouse length
10.	Skirt denim
11.	Dress length
12.	Under-briefs
13.	Brassieres
14.	Sandals
*	Blouse and skirt
16.	Shirt, woollen
17.	Jersey, woollen
18.	Cardigan, woollen
*Alternative issue instead of Items 9, 10 or 11.	

SCHEDULE 3 – FEES.

	Act, Sec. 151(b).Reg., Sec. 19.
1	K
1. For issue of an employment agents' licence	K3,000
2. For renewal of employment agents' licence	K3,000.00
3. For attesting an attested contract of service	5.00
4. For a notice of transfer of an attested contract (for each contract)	5.00
5. For preparation of the original of any form	5.00
6. For each additional copy prepared with the original	2.00
7. For providing a copy of any form	2.00

¹ Schedule 3 Amended by S.R. 2002, No. 23; Item 1 replaced by the *Employment (Amendment) Regulation* 1998 (No 33 of 1998); Item 2 replaced by the *Employment (Amendment) Regulation* 1998 (No 33 of 1998).

